

November 3, 2003

GUIDELINES FOR SUBMISSION OF ELECTRONIC ORDERS

To all parties submitting orders electronically, please note: It is ultimately your responsibility to ensure that certain required information is provided to the Court at the time the order is submitted electronically. Please follow the guidelines below when submitting orders by e-mail.

I. E-mail address to be used for submitting orders

Orders submitted electronically should be sent to the poughkeepsie.chambers@nysb.uscourts.gov e-mail address. Please do not e-mail orders to individual members of Chambers or the Clerk's Office unless instructed to do so.

II. Orders which may be submitted electronically

Orders may be submitted electronically if permission is obtained in advance from the Court, Chambers staff, or the Clerk's Office.

III. Information to be provided when submitting orders electronically

When submitting orders electronically, please include the following information in the text of the e-mail message accompanying the order:

1. The case number and name of the debtor(s);
2. The adversary proceeding number, if applicable;
3. The name of the party on whose behalf the order is being submitted;
4. The name, telephone number and other important contact information for the person submitting the order;
5. The earliest date upon which the order may be considered by the Court for signature;
6. Whether the order is submitted in connection with a notice of presentment, a hearing on the Court's calendar, or for some other purpose. If the order is being submitted or settled at the direction of the Court at a hearing, please specify and provide the date of the hearing; and
7. If the order contains any unusual or extraordinary provisions (e.g., if prejudice is sought), please specify and state whether those provisions have been approved by the Court.

In addition, please provide the following information in the subject line of the e-mail message accompanying the order:

1. The debtor(s);
2. The case number;
3. The adversary proceeding number (if applicable);
4. The party making the motion or application; and

5. The type of order being submitted.

Finally, the file should be named using the same information in the following sequence:

1. The case or adversary proceeding number;
2. The name of the debtor (for an individual debtor, give the first initial followed by the last name); and
3. The type of order being submitted.

For example, when submitting an order lifting the automatic stay pursuant to Section 362 of the Bankruptcy Code in debtor John Smith's case, which has a case number of 03-99999, the file should be named "03-99999jsmith362."

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If you have additional information or questions, please call (845) 452-4200.